

**GLEN ROCK BOROUGH
COUNCIL MEETING
December 17, 2014**

Present:	Council Members:	Eugene Delahanty Jeremy Diehl Victoria Ribeiro Richard Shiles Benjamin Wetzel Doug Young
	Engineer:	Jason Brenneman, P. E.
	Solicitor:	Michelle Pokrifka*
	Secretary:	Ann Merrick

The meeting was Called to Order at 7:00 P.M. by Council President Richard Shiles beginning with the pledge to the flag.

* M. Pokrifka arrived for the meeting at 7:01 P. M.

No Public Comment

Vacancies

1. There is still one vacancy on the GR Planning Commission as of November 3, 2013.

Borough Engineer's Report

1. J. Brenneman requested approval for final payment to Carbaugh for completing the entire CDBG Church St. Curb & Sidewalk Improvements, project #45571941. The engineer submitted a Request for payment of \$24290.38. Council asked about the height of the handicapped ramp on the corner of Church and New Streets. J. Brenneman stated that the ramp may be too high; he stated that a minor change to the paving might eliminate the problem. D. Young moved to authorize YCPC to pay Carbaugh \$24290.38 for the completion of CDBG project # 45571941 Church St. Curb & Sidewalk Improvements, seconded by B. Wetzel. Motion carried.
2. J. Brenneman provided the following estimates for micro-surfacing Rexwood Drive:
 - Hanover St to Highstone (private Drive), \$11, 800
 - Highstone to cul-de-sac, \$50,900
 - Wyndham Lane, \$6500Council did not make a decision at this time.

3. J. Brenneman stated he is working on an estimate for boring and sleeving the storm pipe located on Water Street under the railroad tracks; the estimated cost of boring or sleeving will be \$400 per foot.
4. J. Brenneman discussed the Winter Avenue project. Columbia Gas has stated they will be responsible for 700 feet of milling and overlay beginning at Manchester Street. Columbia Gas anticipates beginning this project in July, 2015. J. Brenneman estimates a cost savings of \$10,000 with Columbia Gas paving a portion of Winter Avenue. He estimates the cost of replacing the inlets to be \$1000 per inlet and \$36000 for additional paving.

*SRPD Officer C. Blais arrived for the meeting at 7:12 P. M.

5. Penn DOT's allowable widths for the driving lanes on Manchester Street are twelve feet each and eight feet for parking spaces. Penn DOT has confirmed that Manchester Street meets this standard.
6. Council briefly discussed the Veterans Memorial Park and permit requirements regarding ADA compliance.
7. CAI did not issue a permit for construction of the GR Carolers Statue.
8. Glen Rock Borough received \$100,000 of CDBG funds for the Hanover Street curb and sidewalk project for 2015. Council discussed using all the funds for the project and using General Funds to pay Holley & Associates for engineering. B. Wetzel moved to authorize James R. Holley & Associates as engineer for the CDBG Hanover Street curb and sidewalk project, seconded by J. Diehl. Motion carried.

*J. Brenneman left the meeting at 7:45 P. M.

GR Recreation Board Report

1. No December meeting is scheduled.
2. The Board is interested in registering the GR Park with DCNR's Park web based mapping tool. M. Pokrifka read through the agreement and noted that if the park is registered on this website, the park may not be listed on other websites. D. Young moved to approve the GR Recreation Board's registration with DCNR's mapping tool, seconded by V. Ribeiro. E. Delahanty, J. Diehl, V. Ribeiro, B. Wetzel and D. Young voted yes; R. Shiles voted no; motion carried.
3. GR Recreation Board submitted a proposed five year ADA compliance plan for the GR Community Park.
4. D. Young stated there may be some vacancies on the Rec Board in the near future.
5. Council discussed current practices for notifying residents of vacancies, like using Facebook, and creating an e-newsletter; V. Ribeiro expressed interest to help.

6. The secretary informed Council of the Selective Insurance Safety Management Inspection of the borough's buildings and equipment. Selective Insurance uses this process as a way to help minimize the Borough's risk. Several recommendations were noted including making an adjustment to the playground bridge, modifying the bleachers behind the baseball field home plate, servicing the automatic sprinkler system in the basement of the Neuhaus Building, utilizing the Selective Sub-contract agreement and utilizing a written rental agreement with a hold harmless agreement. The Borough must provide a written plan of corrective action for these items within thirty days.

No GR Planning Commission Report

Approval of Minutes

1. B. Wetzel moved to approve the November 19, 2014 Council Meeting Minutes, seconded by E. Delahanty. Motion carried.

Zoning Officer's Report

1. Code Administrator's Inc. provided a monthly summary report for November, 2014.

Police Commission's Report

1. A final 2015 budget cost is not available.
2. Officer Blais mentioned that the GR Park is still a high crime area with drug related crimes and curfew violations. Additional patrol hours are planned for Christmas Eve.

Solicitor's Report

1. M. Pokrifka presented Resolution 2014 – 19, an updated fee schedule for adoption. B. Wetzel moved to adopt Resolution 2014 – 19, an updated fee schedule, seconded by D. Young. Motion carried.
2. M. Pokrifka presented Ordinance 478 (2014 – 3), an ordinance establishing real estate tax rates of 3.45 mills and emergency services tax of .1 mills for 2015. B. Wetzel moved to adopt Ordinance 478 (2014 – 3), an ordinance establishing real estate tax rates of 3.45 mills and emergency services tax of .1 mills for 2015, seconded by D. Young. Motion carried.

Secretary's Report

1. The secretary requested a motion to transfer \$2000 from the Rental Fund into the General Fund to cover budgeted expenses. B. Wetzel moved to transfer \$2000 from the Rental Fund into the General Fund to cover budgeted expenses, seconded by J. Diehl. Motion carried.

2. The secretary requested a motion to adopt Resolution 2014 – 20, to appoint SF & Co, Inc. as an Independent Auditor to examine the borough’s accounting records for the fiscal year ending December 31, 2014 as required by and in compliance with the Borough Code. B. Wetzel moved to adopt Resolution 2014 – 20, to appoint SF & Co, Inc. as an Independent Auditor to examine the borough’s accounting records for the fiscal year ending December 31, 2014 as required by and in compliance with the Borough Code, seconded by V. Ribeiro. Motion carried.
3. The secretary requested a motion to adopt Resolution 2014 – 21, the appropriations resolution, that unexpected revenue remaining in the 2014 budget be transferred to any and all budget accounts that have over-expended balances. B. Wetzel moved to adopt Resolution 2014 – 21, the appropriations resolution, that unexpected revenue remaining in the 2014 budget be transferred to any and all budget accounts that have over-expended balances, seconded by J. Diehl. Motion carried.
4. The secretary requested a motion to authorize the Finance Committee to close out the 2014 fiscal year. B. Wetzel moved to authorize the Finance Committee to close out the 2014 fiscal year, seconded by V. Ribeiro. Motion carried.
5. The secretary requested a motion to transfer \$425.18 from the “In Lieu of Land Fee” Funds to the General Fund to reimburse the General Fund for expenses paid for the Veterans Memorial Park. B. Wetzel moved to transfer \$425.18 from the “In Lieu of Land Fee” Funds to the General Fund to reimburse the General Fund for expenses paid for the Veterans Memorial Park, seconded by J. Diehl. Motion carried.
6. The secretary requested a motion to transfer \$35812.50 from the GGII Grant Fund into the General Fund to reimburse remaining expenses. B. Wetzel moved to transfer \$35812.50 from the GGII Grant Fund into the General Fund to reimburse remaining expenses, seconded by J. Diehl. Motion carried.
7. The secretary requested a motion to pay the first quarter payment to Southern Police Commission for police service prior to January 15, 2015, although the Borough has not received an amount or invoices at this point. D. Young moved to pay \$55,000 as an initial payment to Southern Police Commission by the January 15 deadline, seconded by J. Diehl. Motion carried.
8. The secretary requested a motion to pay GR EMS, Inc. \$4700.00 of the Fire/Emergency Services Tax as budgeted for 2014. B. Wetzel moved to pay GR EMS, Inc. \$4700.00 of the Fire/Emergency Services Tax as budgeted for 2014, seconded by J. Diehl. Motion carried.
9. The secretary requested a motion to pay GR Hose & Ladder \$1866.69 of the Fire/Emergency Services Tax as budgeted for 2014. B. Wetzel moved to pay GR Hose & Ladder \$1866.69 of the Fire/Emergency Services Tax as budgeted for 2014, seconded by J. Diehl. Motion carried.

10. The Borough received notification from Kim Erdman that he plans to continue working as the Animal Control Officer for the Borough.

No Work Supervisor’s Report/No Mayor’s Report

Building/Property Report

1. Hartman’s will be called to service the auto sprinkler system in the basement of the Neuhaus Building.
2. The Borough is currently using a sub-contract agreement and a copy will be provided to Selective Insurance.
3. M. Pokrifka is developing a hold harmless agreement for use of the park/pavilion; the document will be finished prior to opening of the park in spring, 2015.

Special Project Report

1. The Brew Fest is currently discussing parking for the event.

No Personnel Report

Ordinance/Refuse Report

1. The codification of the Code of Ordinances is nearer to completion. M. Pokrifka stated that “Reserved” Chapters are standard procedure for codification.

Finance Report

1. R. Shiles presented the invoices over \$500.00 for payment through the General Fund. B. Wetzel moved to pay the following invoices over \$500.00, using the General Fund, seconded by J. Diehl:

a. CGA Law Firm	\$ 1833.59
b. Code Administrators Inc.	1308.00
c. James R. Holley & Associates, Inc.	3025.80

Motion carried.
2. B. Wetzel moved to adopt the 2015 budget as advertised, seconded by D. Young. Motion carried.
3. D. Young informed Council that a multifunctional printer with color options has been purchased for the Borough Office.
4. D. Young reviewed the 2015 bidding thresholds for contracts and/or purchases:
 - < \$10,500: no formal bid or phone quotes
 - \$10,500 to < \$19,400: three phone quotes
 - > \$19,400: requires public bidding as per Section 1402 of the Borough Code.

President's Report

1. R. Shiles will be unavailable for the Jan, Feb, and March, 2015 Council meetings.

** Council recessed to Executive Session at 8:47 P. M. to discuss possible litigation.

**The council meeting resumed at 9:06 P. M.

Solicitor's Report continued

3. The solicitor reviewed the agreement for services from Code Administrators Inc. and again this year suggested the addition of an "At Will" statement to the agreement. B. Wetzel moved to approve Code Administrator's agreement of services for 2015 with the condition that the solicitor will add an "At Will" statement to the agreement, seconded by J. Diehl. Motion carried.

B. Wetzel moved to adjourn the meeting at 9:08 P. M., seconded by J. Diehl. Motion carried.

Respectfully submitted,

Ann E. Merrick
Secretary/Treasurer